

CHAPTER 113

Clerk of the City Commission

113.01 Establishment and duties.

113.02 Other employees.

113.03 Codification of ordinances.

CROSS REFERENCES

Charter provisions - see CHTR. Sec. 13

Duties concerning proclamations - see ADM. 115.02

Codification of ordinances - see ADM. 101.01(c)

113.01 ESTABLISHMENT AND DUTIES.

There shall be a Clerk of the City Commission who shall:

- (a) Keep a regular and correct journal of the proceedings of the City Commission; have the custody of all laws and ordinances of the City, carefully record the same in the proper books for that purpose; and see that all ordinances, resolutions, notices, and other matters requiring publication are properly and correctly published, as provided by law. Such Clerk shall also serve as Clerk of all municipal boards to which he may be appointed but shall receive no additional compensation therefor.
- (b) The Clerk shall perform such other duties as are or may hereafter be required by law, ordinance, or order of the City Commission.
(Ord. 59-102. Passed 6-15-59.)

113.02 OTHER EMPLOYEES.

There shall be such assistant and deputy clerks, or other employees, as the City Commission may from time to time appoint and employ.
(Ord. 59-102. Passed 6-15-59.)

113.03 CODIFICATION OF ORDINANCES.

(a) When an amendment is made to the Codified Ordinances of the City and is filed with the Clerk of the City Commission, such Clerk shall examine the same and if the numbering of the sections and paragraphs in such amendment is not in conformity with the codified ordinance numbering system pursuant to Section 101.01(c), the Clerk shall give the sections and paragraphs in the amendment their proper sectional number. Such number given by the City Clerk shall be the official code number of the section and any subparagraphs. Numbers assigned shall be published in supplements to the Codified Ordinances of Springfield, Ohio, volumes, which will be made available to the public at cost, as determined by the City's Finance Director. Sections of the Codified Ordinances shall be cited and referred to by such official numbers.

(Ord. 91-396. Passed 10-1-91.)

(b) When an amendment is made to the Codified Ordinances of the City and is filed with the Clerk of the City Commission, such Clerk shall examine the same and if the amendment changes the title of a public official mentioned in the Codified Ordinances, the Clerk shall search the text of the entire Codified Ordinances and change the titles of public officials therein contained to conform to the new titles given to such public official in the said amendment made to the Codified Ordinances. Subdivisions of the Codified Ordinances containing titles of public officials which have been changed by the Clerk pursuant to this Section 113.03(b) shall be published in supplements to the Codified Ordinances of Springfield, Ohio, volumes, which will be made available to the public at cost, as determined by the City's Finance Director. (Ord. 05-106. Passed 4-12-05.)